



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

November 25, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-21

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for December 2014

Attached is the calendar detailing the December 2014 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during this holiday period:

- Requests for reversals for pay periods 25 2014 and prior must be sent to OSUP by December 10, 2014. Requests received after this day will not be processed until after the 2014 W-2s have been completed.
- Off-cycle closes at 5:00 p.m. on Wednesday, December 17, 2014 and will remain closed until Tuesday, December 23, 2014.
- **Off-cycle is ONLY open on Tuesday, December 23, 2014 after payroll runs until 5:00 p.m. and until 12:00 p.m. on Wednesday, December 24, 2014 for the December 26, 2014 payday due to year-end processing and holidays.** Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for December 26, 2014 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website:  
[http://www.doa.louisiana.gov/ois/Human\\_Resources/hr\\_reports\\_chart.pdf](http://www.doa.louisiana.gov/ois/Human_Resources/hr_reports_chart.pdf).
- OSUP will only accept reversal requests for complete overpayments and incorrect bank accounts on Tuesday, December 23, 2014 for the December 26, 2014 payday. Reversals will be processed in LaGov HCM on Tuesday, December 23, 2014, and the

agency must have an off-cycle correction stored by 4:30 p.m. on Tuesday, December 23, 2014. Replacements will be done on Tuesday, December 23, 2014 for incorrect bank accounts. All other reversal requests received on Tuesday, December 23, 2014 will be sent to the bank to request funds back, but will not be processed in LaGov HCM until after the 2014 W-2s have been completed.

- **December 26, 2014 payday direct deposits will be transmitted on Tuesday, December 23, 2014** with a December 26, 2014 settlement date. Payroll checks will be mailed **by** Friday, December 26, 2014.
- Off-cycle will close at 12:00 p.m. on Wednesday, December 24, 2014 and will remain closed until Wednesday, January 7, 2015.
- Direct deposits for December 24, 2014 off-cycle will be transmitted on December 24, 2014. Off-cycle checks saved on December 24, 2014 will be mailed by December 26, 2014.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:MFR/par

Attachment: [December 2014 LaGov HCM Holiday Processing Calendar](#)